

MONTAGUE PUBLIC LIBRARIES TRUSTEES MEETING

Date: Monday January 29, 2018

Time: 6:30 P.M.

Place: Council on Aging

62 Fifth St., Turners Falls, MA, 01351

Attendance: Nancy Crowell, David Harmon, Karen Latka, Jeri Moran, Amanda Traynor, Robert Traynor, Vicki Valley, Gretchen Wetherby
Montague Library Director: Linda Hickman
Absent: Joe Kopera

6:35 Call to Order – Nancy Crowell

Reading of Minutes – Move to accept Robert Traynor, 2nd by Karen Latka, unanimous

6:38 Corresponding Secretary's Report

On Tuesday, Jan. 23, 2018 - Vicki Valley, Linda Hickman and Angela Rovatti-Leonard all received training from Mik Muller on adding and/or making changes to the Library Website. Recognized that there is a need for Vicki Valley to contact Caroline Olsen at the Town Hall for instruction to upload Agendas to the Town Website.

6:43 Finances

a. Budget Update from Linda Hickman

Some corrections made with Caroline Olsen – benefited staff (\$6,000 - \$8,000 per year in benefits) Benefits are paid out of the town budget and not out of the Library budget

New budget is asking that one person on staff have increased hours making that a benefited position

Linda Hickman met with Steve Ellis to explain why the positions at the three branches are organized as they currently are.

b. New Copy machine at the Carnegie – Easy to use, quicker, collates – paid for with State Aid money.

6:53 Review of Long Range Plan – (with attention to focus goals)

Went through each of the goals to note what has been completed and what still needs to be addressed.

Under Goal 1: Space

Replacement of crumbling edges of access ramp and repair of entrance stairs at Carnegie Library has been done.

Mold abatement at the three libraries has so far only included installment of dehumidifiers – more work to be done.

More comfortable chairs and a table have been added at the libraries though placement has been an issue due to lack of space.

Hiring of an architect to address issues of the buildings for renovation/or new building project has yet to take place – RFP to be done and architect hired – priority item

Additional open hours have been added at the Carnegie and are much appreciated by the patrons.

Under Goal 3: General Information

There has been weeding and organizing of Historical materials; but, items still need better organization and improved access. Locks have been added to the cabinets for security.

Under Goal 4: Life Long Learning

Adult Programming – Attempts have been made to draw in more adults to a variety of programs to varying degrees of success. Adult coloring and a pollinating program were not well attended; but, brewing program, genealogy, and card making had stronger attendance.

Under Goal 5: Collaboration

More collaboration is taking place with Child, Family and Community Engagement; Montague Catholic Social Ministries, Montague Cultural Council, Great Falls Discovery Center, Friends of the Montague Libraries, and the school district.

Still need to improve outreach with Parks and Recreation, Senior Center, MCTV.

Under Goal 6: Technology

Space and outlets are continuing issues

Did have a technology training person to meet and offer instruction to the public –not always well utilized – how can we better communicate availability – discussed

Would like to have a separate area designated for children to use computers; but, not possible at this time – space and outlets

7:28 Programming Updates

Three Valentines Events coming up in February:

Feb. 3rd –Adults and Tweens Card making at the Carnegie

Feb. 8th – with the Millers Falls Community Involvement Advisory – Beading

Origami program

Feb. 10th – Valentines Party at the Carnegie

Youth Advisory is doing well and helping with variety of library events

Story Time attendance is up

Pirate Party was well attended – 65

Lego Club has resumed

New art work in the Children's room from the 2nd grade classes – Theme is "Our Town-Bridges"

7:30 Personnel

Liza Graybill, librarian at Millers Falls library has resigned and left

Posting for job have been made and there have so far been 13 applicants – not many have any library background

Discussion of best way to staff position

7:40 Building and Maintenance

Linda Hickman said there was no need for this committee to meet until the architect has evaluated the building to set priorities.

- 7:43** Branch Library Discussion
Look back at surveys to see what patrons are looking for
Special Services Comm. will meet to discuss next steps to increase use at Millers Falls
- 7:45** Special Services
Will meet at 5:30 at the Millers Falls Library on February 26th
- 7:47** Friends of the Montague Libraries
January book sale brought in \$50 – good for such cold weather
Friends will be setting up at the Greenfield Saving Bank on April 28 (if date is still available) to share information about joining the friends, why we need our libraries, and what our libraries offer to our community
Next book sale is February 3rd at the Carnegie Library from 10:00 – 1:30
- 7:50** Website
Training as mentioned above
- 7:52** Public Relations
Need to attempt to get information out sooner to be sure public is aware of what is offered at the libraries – discussion as to ways to improve
- 7:53** Items not anticipated within 48 hours of meeting
NONE
- 7:53** Next Meeting Date- all will begin at 6:30
February 26th at the Millers Falls Library
March 26th at the Turners Falls Council on Aging on 4th Street in Turners Falls
April 30th at the Turners Falls Council on Aging on 4th Street in Turners Falls
- 7:56** Move to Adjourn made by Robert Traynor
2nd by Gretchen Wetherby
Unanimous

Vicki Valley
Corresponding Secretary
Montague Library Board of Trustees

Approved